



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 12810.1

c 017

24 Apr 86

MARINE CORPS BASE ORDER 12810.1

From: Commanding General

To: Distribution List

Subj: FEDERAL EMPLOYEES' COMPENSATION PROGRAM

Ref: (a) FPM 810 (NOTAL)  
(b) CPI 810.1 (NOTAL)  
(c) MCDECO 12750.1A

1. Purpose. To publish policy and procedures for the administration of the Federal Employees' Compensation Program in accordance with the provisions of references (a) and (b).

2. Cancellation. MCDECO 12810.1A.

3. Policy

a. As prescribed by reference (b), it is the Department of the Navy (DON) policy to provide full assistance to all civilian employees who sustain disabling injuries and illnesses; to ensure accountability of injury compensation claims costs; and to increase compensation program awareness through the entire chain of command.

b. It is also DON policy to return injured workers to the job and to stress the availability of light duty work, which includes reasonable accommodation of physically and mentally handicapping conditions. A concurrent goal is to seek to eliminate fraud and abuse in the system, with prosecution when appropriate.

4. Information. The Federal Employees Compensation Act provides compensation and payments for medical care to Civil Service employees who are injured or disabled in the line of duty. Employees who knowingly file fraudulent claims can be punished by a fine of not more than \$2,000 or by imprisonment up to one year, or both. Any person charged with the responsibility for making reports in connection with an injury who fails, neglects, or refuses to make a report can be fined not more than \$500 or imprisoned not more than one year, or both. Additionally, reference (c) provides for penalties ranging from reprimand to removal for the first offense of filing false claims against the Government or for falsification, misstatement or concealment of material fact in connection with any official record.

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5. Responsibilities

a. Employees

(1) Immediately report their job-related injuries and illnesses to their supervisors and complete CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation forms.

(2) Obtain medical documentation regarding extent of disability and treatment.

(3) Immediately report their return to duty status to their immediate supervisor, including changes of estimated return to duty dates. Employees will return to duty as soon as they are able.

b. Supervisors

(1) Immediately upon observation or notification of a job-related injury, send the employee to the Naval Medical Clinic.

(2) Provide the employee with a CA-1 or CA-2 form for reporting the injury or illness.

(3) If the employee is referred to a private physician by the Naval Medical Clinic or chooses to be treated by his/her private physician, contact the Injury Compensation Program Administrator (ICPA) in the Civilian Personnel Office for written authorization for private treatment. Except in emergencies, the CA-1 form must be completed prior to the issuance of this authorization.

(4) Place the employee on Continuation of Pay (COP) if directed by the medical report by annotating timecards in accordance with the current edition of MCDECO P7000.1. COP is allowed only in traumatic injury cases for a maximum of 45 calendar days.

(5) Interview all witnesses to the accident. If the supervisor has any questions about the injury or processing procedures, he/she should contact the ICPA before signing the CA-1 or CA-2 forms. The supervisor's statement about an injury establishes the Command's official position. If there is no reasonable way the supervisor can determine job relatedness of an injury, he/she should so state and controvert the claim by providing a detailed explanation. The final determination regarding the validity of the claim will be made by the Office of Worker's Compensation Programs (OWCP), U.S. Department of Labor, after examination of all facts.

(6) Whenever possible, ensure that light duty positions are made available to the employee. If the employee returns to light duty, COP is chargeable only when there has been a formal assignment to an established position which is normally paid at a lower salary and would otherwise result in loss of income to the employee.

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(7) COP must be charged against the employee's 45 days entitlement when:

(a) A personnel action has been taken to assign or detail the employee to an identified position which has been classified at a lower grade.

(b) A personnel action has been taken to change the employee to a different schedule of work resulting in loss of salary or premium pay authorized for the employee's normal administrative workweek.

(c) The employee has been furnished with documentation of these personnel actions prior to the effective date of the action. Light duty performed in the absence of documentation of a personnel action will not be chargeable to COP.

(8) Complete CA-3, Report of Termination of Disability and/or Payment form when an employee has returned to work, and forward the form to the ICPA in the Civilian Personnel Office.

(9) Consider ordering an employee who is on leave and receiving worker's compensation benefits, or assigned to light duty, to report for medical evaluation when management has identified an assignment or position (including the employee's regular position) which it reasonably believes the employee can perform consistent with the medical limitations of his/her condition.

c. Injury Compensation Program Administrator (ICPA)

(1) Maintain all files pertaining to employee injuries or occupational illnesses.

(2) Provide information and assistance to employees who file claims for injuries or occupational illnesses.

(3) Provide training and guidance to supervisors in meeting their responsibilities for the program.

(4) Review CA-1 and CA-2 forms for accuracy and completeness. Ensure that all required forms are on file before forwarding claim to OWCP.

(5) Mail CA-17, Duty Status Report form to the physician on a biweekly basis. When light duty is available for the employee, this information should be clearly annotated on the form.

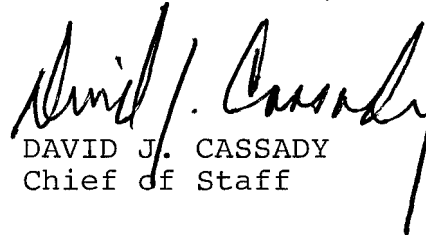
(6) Assist supervisors with suspected fraud and abuse claims.

6. Action. All supervisors of civilian personnel will ensure compliance with the provisions of this Order. Since this Order does not include all of the provisions of references (a) and (b),

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any questions should be referred to the ICPA or an Employee Relations Specialist, Civilian Personnel Division, telephone 640-2444.



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